

REQUEST FOR ISSUE / TRANSFER / TURN-IN					1. (X one) <input type="checkbox"/> ISSUE <input type="checkbox"/> TRANSFER <input type="checkbox"/> TURN-IN				2. DELIVERY DATE (YYYYMMDD)					
3. TO: a. LOCATION					b. CUSTODIAN CODE:		5. REQUEST NUMBER		6. DOCUMENT NUMBER		7. PRIORITY			
4. FROM: a. LOCATION					b. CUSTODIAN CODE:		8. ACCOUNTING AND FUNDING DATA							
(1) ITEM NO.	(2) ASSET ID	(3) ITEM DESCRIPTION / NAME		(4) STOCK NUMBER	(5) SERIAL NUMBER		(6) MANUFACTURER	(7) MODEL	(8) UNIT OF ISSUE	(9) REQUESTED QUANTITY	(10) RECEIVED QUANTITY	(11) UNIT PRICE	(12) TOTAL COST	
1														
2														
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TOTAL:														TOTAL:
9. REQUEST BY:				10. DELIVERED BY:				11. RECEIVED BY:						
a. SIGNATURE			b. DATE	a. SIGNATURE			b. DATE	a. SIGNATURE				b. DATE		